HOUSING AUTHORITY
OF THE
CITY OF BROWNSVILLE, TEXAS

MANUAL OF OPERATIONS

HOUSING AUTHORITY OF THE CITY OF BROWNSVILLE, TEXAS

THE MAINTENANCE PLAN

PURPOSE

The maintenance plan has been designed to establish plant guide lines for the Housing Authority staff to carry out an organized maintenance program. This plan supplements Operations Manual Part VIII, Maintenance of Physical Properties, in order to define categories of maintenance and outline in detail the preventative maintenance procedures including fire safety inspections. This plan also incorporates procedures for details in the handling of work orders, inspections and inspection forms, spot checks, vacant units, maintenance training program and periodical conferences.

This first purpose of good maintenance is to keep all plant elements in condition so that they may fulfill their intended functions during their life expectancies. Another purpose is to remove upon detection, any condition that may lead to an injury or accident to protect occupants or employees, and the third purpose is to forestall breakdowns by regular inspections and to repair or replace a plant element before it involves other adjacent elements in a breakdown.

A. CATEGORIES OF MAINTENANCE

Routine Maintenance

Non-Routine Maintenance

1. Routine Maintenance

Ordinary or recurring maintenance tasks performed by service requests from residents and management, or due to breakdowns to equipment, to the plant or to interior or exterior utilities; tasks that can be pre-scheduled, that can be planned ahead because they will be needed, or that can be predicted on the basis of equipment and property characteristics. We have classified routine maintenance in the following three types: 1 Janitorial and Grounds Maintenance, 2 Ordinary Plant-building Maintenance and 3 Preventative Maintenance.

a. Janitorial and Ground Maintenance

Routine tasks performed on a regular basis in order to maintain or upkeep the community and administration buildings and Project-maintained grounds and areas in a clean, safe and sanitary condition, and well groomed in appearance. Such items include up-keep by cleaning scrubbing, mopping, waxing, etc., of community-administration building and maintenance of lawns, roads, walks, trees, plants, fences, play areas, removal of debris, etc.

b. Ordinary Plant-Building Maintenance

Routine work, minor repairs and replacements, of keeping the buildings, equipment and distribution lines in such condition to utilize continually or to maximum period for

their intended purpose. Included are maintenance of roofs, attic spaces, windows, doors, floors, walls, ceilings, porches, foundations, utility lines, piping, air condition and heating equipment, plumbing equipment, plumbing repairs, pumps, tanks, ranges, refrigerators, incinerators, vehicles, tractors, mowers and all kinds of tools and equipment, etc.

c. Preventative Maintenance

(1) Preventative maintenance requires periodic inspections with a minimum of two inspections per year on each of the buildings, grounds, and equipment in each project (with the exception of the high-rise building mechanical rooms which require daily and constant inspections as shown in item (n) below) to take proper action to avoid or minimize costly repairs in the near future and to attempt to reduce costs and lessen major restorations and improvements. Preventative maintenance include but is not limited to the following things:

(a) Scheduled checking, adjusting, cleaning and lubricating of air conditioning, heating and other equipment such as tractors, mowers, power plants, welders, vehicles, etc.

(b) Periodic checking of ranges, hot water heaters, space heaters, and refrigerators for mechanical performance and for needed replacement of worn or broken parts.

(c) Inspecting, servicing, and replacing worn parts in all electrical equipment.

(d) Checking and repairing plumbing fixtures.

(e) Termite and vermin inspection and elimination.

(f) Periodic painting.

(g) Inspecting and patching of roofs, gutters, downspouts, and flashing.

(h) Inspecting underground facilities for corrosion and control thereof. This includes checking and correcting the cathodic protection system, and periodic checking of underground lines for leaks.

(i) Inspecting for condensation, dampness, and fungus in wood and for rust in iron components and taking appropriate corrective measures.

(j) Patching of project-maintained paved areas.

(k) Correcting erosion and drainage deficiencies.

(l) Fertilizing and cultivating planted areas.

(m) Installing protective barriers, where needed, for planted areas and trees.

(n) High-rise building mechanical rooms require daily and constant inspections of boilers, tanks, valves, pumps, pressure and temperature

gauges, etc. in order to provide utility services to the occupants and to ensure the safety of the building and occupants. The back-up power plant requires monthly inspections and testing.

(2) Annual Physical Inspections

An annual physical inspection of each apartment every building and all facilities will be conducted and may tie in with one of the scheduled preventative maintenance inspections at the same time.

(3) Fire Safety Inspections

In conjunction with the preventative maintenance and annual inspections, a fire safety inspection is to be conducted at the time of each of the scheduled inspections, on each apartment and every building and facilities two times each year, in order to detect and correct any fire hazards and to inspect fire extinguishers, smoke and heat detection devices, fire alarms, and other fire fighting equipment or system to ensure operation at all time.

High-rise occupants will be requested to participate in a fire drill once each year. Special care and precautions will be taken with the feeble elderly and those on wheel chair.

A follow-up procedure form shall be utilized to ensure that all required repairs, replacements or things found in the Preventative Maintenance, Annual, or Fire Safety inspections, have been carried out within a reasonable length of time.

2. Non-routine Maintenance

Non-routine maintenance shall include extraordinary maintenance, replacements of equipment, betterments and additions. When major repairs and rehabilitation, replacement of equipment and additions involving substantial expenditures are needed for relatively long intervals of time, or when such repairs, replacements or additions are required due to occurrences such as hurricane, flood, fire, obsolescence, by steady adverse weather conditions or caused by underground corrosion or buildup in utility lines, all such work items may be undertaken either by contract or force account. The items required are to be undertaken on a priority basis and depending on the availability of funds, subject to HUD approval.